



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

April 30, 2013

Ronda Freeman  
Altum Care Homes  
23408 Plum Hollow  
Southfield, MI 48033

RE: Application #: AS630332450  
Plum Hollow House  
23408 Plum Hollow  
Southfield, MI 48033

Dear Ms. Freeman:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 6 is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (248) 975-5053.

Sincerely,

Ian Tschirhart, Licensing Consultant  
Bureau of Children and Adult Licensing  
28 N. Saginaw, Suite 1000  
Pontiac, MI 48342  
(248) 860-4475

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS630332450
<b>Applicant Name:</b>	Altum Care Homes
<b>Applicant Address:</b>	23408 Plum Hollow Southfield, MI 48033
<b>Applicant Telephone #:</b>	(734) 956-5501
<b>Administrator/Licensee Designee:</b>	Ronda Freeman
<b>Name of Facility:</b>	Plum Hollow House
<b>Facility Address:</b>	23408 Plum Hollow Southfield, MI 48033
<b>Facility Telephone #:</b>	(313) 377-3776
<b>Application Date:</b>	07/05/2012
<b>Capacity:</b>	6
<b>Program Type:</b>	PHYSICALLY HANDICAPPED TRAUMATICALLY BRAIN INJURED

## II. METHODOLOGY

07/05/2012	Enrollment
07/11/2012	Contact - Document Received FP and 1326, Medical Clearance and TB/Ronda.
07/17/2012	Application Complete/On-site Needed
07/17/2012	Contact - Document Sent Act and Rules.
07/17/2012	File Transferred To Field Office Pontiac.
07/25/2012	Application Incomplete Letter Sent
02/27/2013	Inspection Completed On-site
04/29/2013	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Plum Hollow House is located at 23408 Plum Hollow, Southfield, Oakland County, Michigan (zip code 48033). The applicant is Altum Care Homes, LLC. The home is situated about one and a half blocks north of 9 Mile Road and one block west of Lahser.

Plum Hollow House is a bungalow-style house with white aluminum siding. It has three bedrooms, an office, kitchen, living room, large community room, and two full baths on the main floor. There is also a large enclosed deck in the back of the house. The upstairs is a finished attic that will be used for two more staff offices. The furnace and hot water heater are located in a separate room in the basement and there is 1-3/4 inch solid core door equipped with an automatic self-closing device and positive latching hardware separating the main floor from the basement. The facility is equipped with interconnected, hardwire smoke detection system, with battery back up, which was installed by a licensed electrician and is fully operational, which was tested upon the final inspection on 1/22/2013 and worked appropriately. There is an operable A-B-C fire extinguisher one the main floor and one in the basement and each is easily accessible. Evacuation routes are placed on the walls in conspicuous places, and emergency telephone numbers are posted next to the home's telephone.

The home has two fireplaces, one on the main floor and one in the basement. The owner of Altum Care Homes, LLC, Ms. Ronda Freeman, has put in writing that neither of the fireplaces will be used.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	14'9" x 11'1"	163	2
2	11'9" x 16'1"	188	2
3	15'8" x 11'9"	184	2

**Total Capacity: 6**

The living, dining, community room areas measure a total of 614 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

The kitchen has all the necessary cooking utensils, GFC outlets near the sink, thermometers in the freezer and refrigerator, and a garbage can with a secure lid. The water tested within the 105-120° range at the time of final inspection on February 27, 2013.

A telephone is available for residents to use. Telephone numbers for emergency services is posted near the telephone.

Caustics used in the home are kept in a locked cabinet away from the food preparation area and from resident access. There is a medication cabinet in the home that has a lock on it as well.

All of the doors in the home, including interior and exterior, either have knobs that do not lock, or have knobs or handles that have locks that are non-locking against egress, which can be unlocked in one motion.

All of the furniture, appliances, equipment, etc. are clean and in good condition. The overall maintenance and cleanliness of the home is good.

The lawn and other vegetation surrounding the home are adequately maintained. The driveway, walkway, and porches are all in good condition. The bricks, roof, and gutters are also all in good condition. There are handrails where required.

## **B. Program Description**

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection and personal care to **six** (6) adult males between 21 and 49 years old whose diagnosis is Traumatically Brain Injured, Physically Handicapped, and/or who are wheelchair dependent, in the least restrictive environment possible. The applicant intends to submit an application to be specially certified for the developmentally disabled population. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety

skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, and the responsible agency.

The facility will make provision for a variety of leisure and recreational equipment. It is the intent of this facility to utilize local community resources including public schools and libraries, local museums, shopping centers, and local parks.

The licensee will provide all transportation for program and medical needs and understands that the vehicle used for this purpose must be in good, safe condition and have a first aid kit in it.

### **C. Applicant and Administrator Qualifications**

A licensing record clearance request was completed with no LEIN convictions recorded for the licensee designee, who is also the administrator. The licensee designee /administrator submitted a medical clearance request with a statement from a physician documenting their good health and current TB-tine negative results.

The licensee designee/administrator has provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

Altum Care Homes, LLC has named Ronda Freeman as the Licensee Designee. Ms. Freeman possesses a Master's degree in Counseling/ Vocational Rehabilitation. She is also a Licensed Counselor, a Certified Rehabilitation Counselor and has a Bachelor's degree in Speech Pathology. Ms. Freeman has worked as an Independent/Vocational Rehabilitation Consultant since 2007, and as a Therapist Recruiter, in addition to other professional positions not directly related to Adult Foster Care.

Altum Care Homes, LLC has named Laura Varner as the Administrator. Ms. Varner has been a Home Health Aide for over a year; a Youth Specialist for almost 4 years; a Direct Care Youth Worker for 3 years; and a Daily Living Skills Provider. Ms. Varner also has/had the following caregiver trainings and certificates: Ethics and Personal Rights, Understanding Client Rights, Understanding Elder Abuse, Caregiver Conduct and Regulations, Co-Workers and Families, Duties of a Caregiver, and several others.

The staffing pattern for the original license of this six-bed facility is adequate and includes a minimum of 1 staff to 6 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff-to-resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)), Cogent, and the related documents required to be maintained in each employee’s record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee, can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee’s file.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident’s admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident’s file.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

**D. Rule/Statutory Violations**

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

**VI. RECOMMENDATION**

I recommend issuance of a temporary license to this adult foster care small/large group home (capacity 1 – 6).



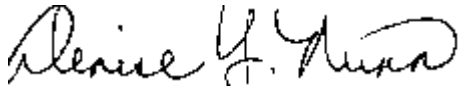
April 30, 2013

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Ian Tschirhart  
Licensing Consultant

Date

Approved By:



April 30, 2013

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Denise Y. Nunn  
Area Manager

Date